Department of Education - Work at Home Software
## Installation Guide for Microsoft Office 365 Apps on a Personally Owned Device

What you will need
- To be an eligible Department registered student
- A valid Department e-mail address (@student.education.wa.edu.au)
- A valid student login for Connect
- An internet connection with sufficient download allowance for over 1Gb per installation (this <u>cannot</u> be downloaded on the Department network)

Installation on a Computer *(not a tablet or mobile device*:

1. *Navigate* to either Connect
   Contact your teacher/ current school if you don't already have a username (usually firstname.lastname) and password.
   Click on the Envelope symbol 🖂 for Ikon or 🖂 for Connect at the top right-hand side of the page. This will take you to the browser or online version of Outlook, from where you can launch the installation.

2. *Click* on the 'Waffle' (nine dots) on the upper left-hand side to bring up the list of online Apps (you may see fewer apps listed depending on your site or school preferences):
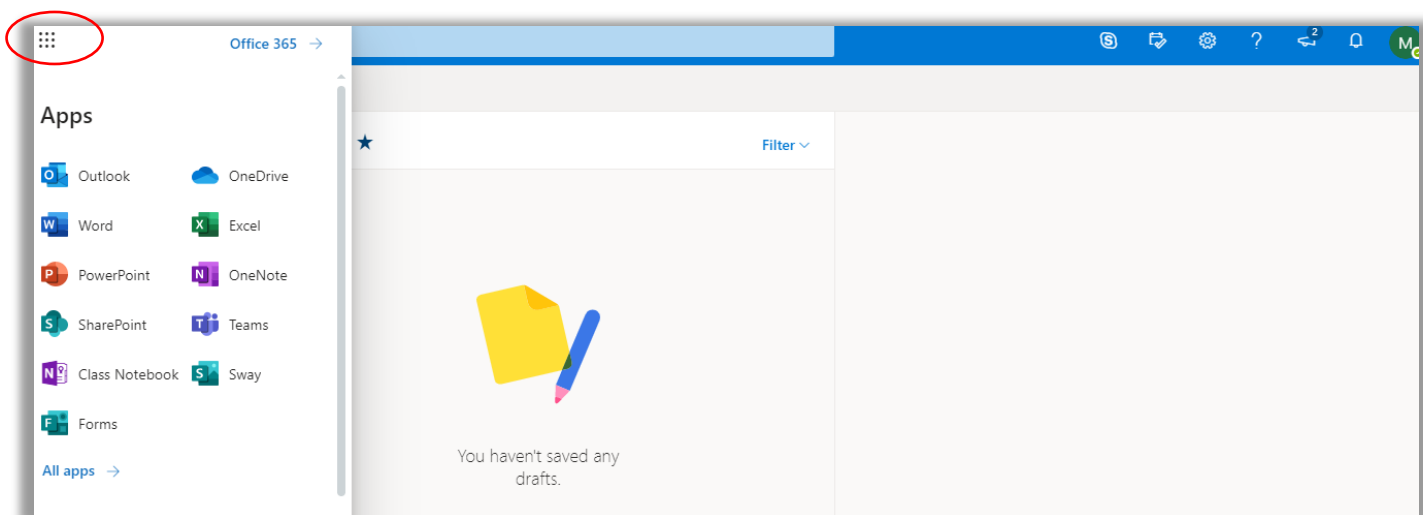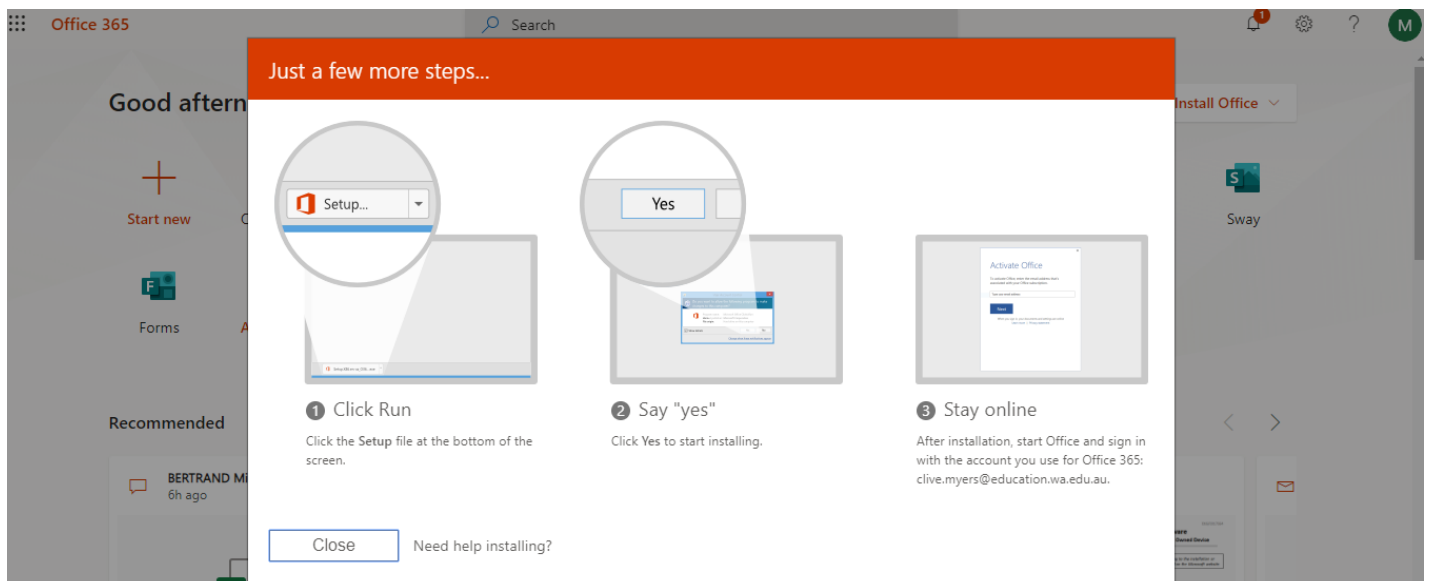
3. Click on the **Office 365 →** link to the right of the nine dots to open an expanded Apps list where the Install Office link is available on the upper right:
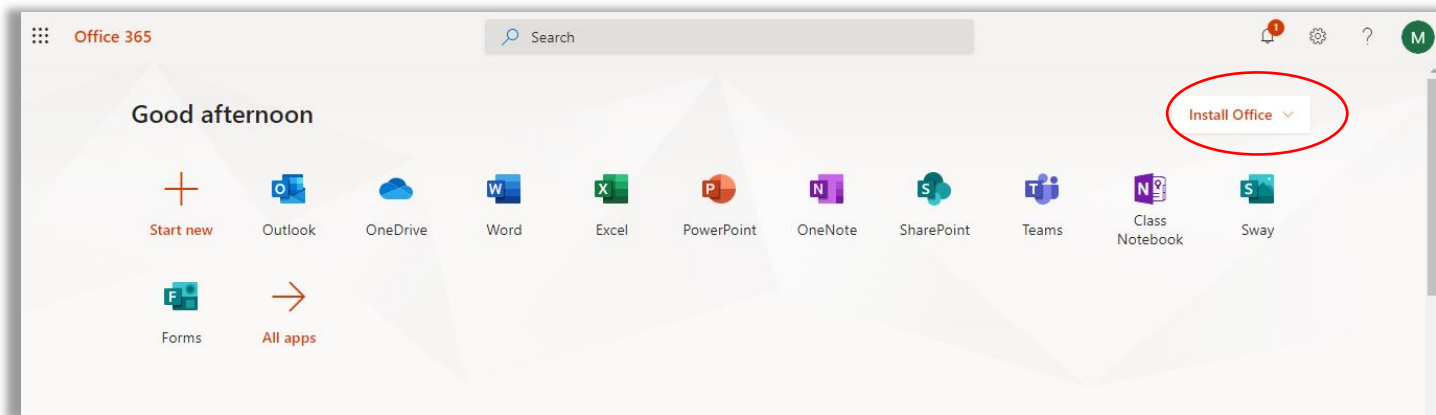
4. Click on 'Install Office' on the upper right of the screen, then follow the on-screen instructions to download and run Office setup:

5. If you see a prompt that says **Do you want to allow this app to make changes to your device?** select **Yes**.

6. Once the installation is complete, you can launch any Office app via the Start button as normal. The first time you launch an app you will be prompted to activate the license which will require signing in with your Department of Education email address, username and password (student email address and student connect login). Until the Office suite is activated or licensed you will not be able to save or edit files.

Once activated, the apps are available to all users of that device.